



CANNON BUILDING  
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**STATE OF DELAWARE**  
**BOARD OF FUNERAL SERVICES**

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<b>PUBLIC MEETING MINUTES:</b>	<b>BOARD OF FUNERAL SERVICES</b>
<b>MEETING DATE AND TIME:</b>	<b>Tuesday, January 27, 2015, 10:00 a.m.</b>
<b>PLACE:</b>	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
<b>MINUTES APPROVED:</b>	March 24, 2015

**MEETING MINUTES**

**MEMBERS PRESENT**

S. Keith Parsell, Professional Member, President  
Chad Chandler, Professional Member  
Danna Levy, Public Member  
Duwayne Casini, Professional Member  
Jane Hovington, Public Member (came in at 10:20 a.m.)  
Bill Torbert, Professional Member

**MEMBERS ABSENT**

Mary Byrd, Public Member

**DIVISION STAFF/DEPUTY ATTORNEY GENERAL**

David Mangler, Director of Professional Regulation  
Gayle MacAfee, Deputy Director, DPR  
Kevin Maloney, Deputy Attorney General  
Sheryl Paquette, Administrative Specialist III

**OTHERS PRESENT**

None

**CALL TO ORDER**

Mr. Parsell called the meeting to order at 10:03 a.m.

**REVIEW AND APPROVAL OF MINUTES**

The Board reviewed the minutes of the November 25, 2014 meeting. Mr. Chandler made a motion, seconded by Mr. Casini, to approve the minutes. By unanimous vote, the motion carried.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**RATIFICATION OF LICENSURE**

None

**REVIEW OF RESIDENT INTERN REPORTS**

Albert DeMoss, Jr. (1<sup>st</sup> – 4<sup>th</sup> Quarterly Reports & 28 Embalming Reports)

Mr. Casini reviewed the report. Mr. Chandler made a motion, seconded by Mr. Torbert, to approve the report as presented. The motion carried by unanimous vote.

Taneesha Smith (1<sup>st</sup> – 4<sup>th</sup> Quarterly Reports & 25 Embalming Reports)

Mr. Chandler reviewed the report. Mr. Chandler made a motion, seconded by Mr. Torbert, to approve the report as presented. The motion carried by unanimous vote. Ms. Smith's application for Funeral Director had not been submitted as of this meeting. Once it is submitted it will be reviewed by the Board.

REVIEW OF APPLICATIONS FOR LICENSURE

Albert DeMoss, Jr., Funeral Director

Mr. Casini reviewed the application. Mr. Chandler made a motion, seconded by Mr. Torbert, to approve licensure for Mr. DeMoss contingent on his passing the state exam. The motion passed unanimously.

Christine Coale, Funeral Director

Mr. Casini reviewed the application. Mr. Chandler made a motion, seconded by Mr. Torbert, to approve licensure by Reciprocity for Ms. Coale contingent on her passing the state exam. The motion passed unanimously.

Miller's Funeral Home, Funeral Establishment Permit

Mr. Chandler and Mr. Parsell reviewed the application. The Board discussed the fact that Mr. Miller answered 'No' to question #15, "Does the building contain a locked preparation room?" Board members did not feel an unlocked preparation room conformed to their Rules and Regulations. Mr. Maloney read the following from the Boards Rules and Regulations: Under title '4.0 Establishing Permits', subsection 4.4 reads, "All funeral establishments shall conform with the health and safety regulations promulgated by agencies of the State of Delaware have regulatory authority." After much discussion, the Board felt a locked door was necessary to comply with the 'healthy and safety regulations' as stated in 4.4 of the regulations. Ms. Levy made a motion, seconded by Mr. Casini, to send a letter to Mr. Miller stating he is required to have a locked preparation room before the Board can consider approving his Funeral Establishment Permit. The motion passed unanimously.

Daniel Pauley, Jr., Funeral Director

The Agenda was amended at the meeting to add Mr. Daniel Pauley, Jr.'s application for Funeral Director. Mr. Chandler reviewed the application. Mr. Chandler made a motion, seconded by Ms. Levy, to approve licensure of Mr. Pauley, Jr. contingent on his passing the state exam. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL

National Funeral Directors & Morticians

Leadership: What Type of Leader Are You?, February 9, 2015, Requesting 1 CEU

Professionalism: Are You Prepared to be Recruited?, February 9, 2015, Requesting 1 CEU

National Funeral Directors & Morticians

On the Banks of the River: Lunch & Learn, April 19, 2015, Requesting 2 CEUs

Leadership: Are You Ready?, April 19, 2015, Requesting 1 CEU

OSHA & FTC: Get The Facts, April 20, 2015, Requesting 2 CEUs

Organ & Tissue Donations: How Does It Affect Your Embalmer?, April 21, 2015, Requesting 1 CEU

A Symposium: Embalming the Organ & Tissue Donor Case, April 21, 2015, Requesting 2 CEUs

The International Conference of Funeral Service Examining Boards, Inc.

Board Member Training Program, February 24, 2015, Requesting 7.5 CEUs

Funeral Service Administrators Forum (AEFSB), February 25, 2015, Requesting 4 CEUs

Examination Services Forum, February 25, 2015, Requesting 1 CEU

Conference Model Practice Act Presentation, February 25, 2015, Requesting 1 CEU

Examination Security Legal Issues: Best Practices Before, During, and After an Exam

Presentation, February 25, 2015, Requesting 1 CEU

"Recent Cases & What We Need to Learn" Presentation, February 25, 2015, Requesting 1 CEU

“Statutory Authority – What Can You Do As A Board?” Presentation, Feb. 26, 2015, Requesting 1 CEU  
“Board Collaboration in Regulation” Presentation, February 26, 2015, Requesting 1 CEU  
District Meetings, February 26, 2015, Requesting 1.5 CEUs  
“Alternative Certifications” Presentation, February 26, 2015, Requesting .75 CEU  
Group Exercise, February 26, 2015, Requesting 2 CEUs

Mr. Chandler reviewed the applications for continuing education and made a motion, seconded by Ms. Levy, to approve all of the above applications as submitted. The motion carried unanimously.

#### 2010-2012 CONTINUING EDUCATION AUDIT – REVIEW ORIGINAL AUDIT SUBMISSIONS

Mr. Parsell, Mr. Chandler, Mr. Torbert and Mr. Casini reviewed the audit submissions. Mr. Parsell stated that the following licensees passed the 2012-2014 Continuing Education audits: Williams Carpenter, Jr., Cornelius Melvin, Edward Hannigan, John Meyer, Joseph Ostrowski, Lisa Nugent, Derrick Gore, Ray Rogers, Gregory Kaznowsky, Kip Bell, Matthew Grieco, Michael Platt, John McCormick, Andrea Torruellas, Robert Foard, Jr., John Holloway, and Stephen Schaech.

#### Robert J. Lakatos

Mr. Torbert reviewed the audit submission of Robert J. Lakatos, and stated that Mr. Lakatos submitted 10 CEUs for the Board’s consideration. The CEUs submitted were from the prior renewal cycle; therefore, only 5 CEUs could be accepted as carryover. After discussion, Mr. Torbert made a motion, seconded by Mr. Casini, to allow Mr. Lakatos 60 days in which to submit proof of the required 5 CEUs needed to complete this audit. If he fails to submit acceptable proof of the course approval by the deadline, he will be scheduled for a Rule to Show Cause hearing. The motion carried unanimously.

#### Timothy J. Meyers

Mr. Chandler reviewed the audit submission of Timothy J. Meyers, and stated that Mr. Meyers submitted 11 CEUs for the Board’s consideration. The Board accepted 4.0 CEUs. The Board questioned the following CEUs, as they were not approved by the Delaware Board, nor approved by APFSP according to its website:

- Whose Family Is It?, 12/3/13, Forethought Financial Services, 1 CEU
- Providing Consumers with Payment Options, 12/3/13, Heffner Funeral Chapel & Crematory, 1 CEU
- What Bereaved Children Want Adults to Know About Their Grief, 11/19/13, PFDA, 1 CEU
- Only Memories Last Longer, 11/20/13, PFDA, 1 CEU
- Powers of Attorney & Guardianship, 11/19/13, PFDA, 1 CEU
- Pre-need Due Diligence, 11/19/13, PFDA, 1 CEU
- Aspire, 11/20/13, Matthews International, 1 CEU

After discussion, Mr. Torbert made a motion, seconded by Mr. Casini, to allow Mr. Meyers 60 days in which to submit proof to the Board that the course was approved by APFSP or another state’s funeral licensing Board. If Mr. Meyers fails to submit acceptable proof of the course approval by the deadline, he will be scheduled for a Rule to Show Cause hearing. The motion carried unanimously.

#### William D. Zwicharowski

Mr. Parsell summarized his audit submission for the Board, and stated that he submitted 10 CEUs for the Board’s consideration. All 10 of the CEUs submitted were questioned by the Board as they were not approved by the Delaware Board nor approved by the APFSP according to its website. After discussion, Mr. Torbert made a motion, seconded by Mr. Casini, to allow Mr. Zwicharowski 60 days in which to submit proof to the Board that the course was approved by APFSP or another state’s funeral licensing Board. If Mr. Zwicharowski fails to submit acceptable proof of the course approval by the deadline, he will be scheduled for a Rule to Show Cause hearing. The motion carried unanimously.

#### James E. Barranco

Mr. Torbert reviewed the audit submission of James E. Barranco, and stated that he submitted 20 CEUs for the Board’s consideration. All 20 of the CEUs submitted were questioned by the Board as they were not approved by the Delaware Board nor approved by the APFSP according to its website. After discussion, Mr. Torbert made a motion, seconded by Mr. Casini, to allow Mr. Barranco 60 days in which to submit proof to the Board

that the course was approved by APFSP or another state's funeral licensing Board. If Mr. Barranco fails to submit acceptable proof of the course approval by the deadline, he will be scheduled for a Rule to Show Cause hearing. The motion carried unanimously.

### **COMPLAINT UPDATES AND CONSENT AGREEMENTS**

#### **COMPLAINT UPDATES**

Complaint 27-03-13 – Closed  
Complaint 27-01-14 – Closed  
Complaint 27-06-14 – New Complaint (not assigned)

#### **HEARING OFFICER RECOMMENDATIONS**

None

#### **CONSENT AGREEMENTS**

None

#### **CORRESPONDENCE**

##### **Conference Model Act for Funeral Service**

The Final Draft was approved January 7, 2015. Ms. Paquette made copies for Board Members.

#### **JOINT SUNSET REVIEW PROCESS**

Mr. Parsell said a preliminary meeting was held last week with the Joint Sunset Committee and Mr. Mangler. He said the Board of Funeral Services was officially released from sunset review. The draft bill, which is part of the requirement to be released, will be introduced into legislation. Mr. Parsell said there is still some concern on the part of DMV regarding the funeral procession portion of the legislation. He said a couple of the issues have to do with public safety and individual liability. He said the Board will need to meet with Mr. Mangler, DMV, and the state's association to discuss the issue and come up with a possible compromise that could go through the House and Senate.

#### **OTHER BUSINESS BEFORE THE BOARD** (for discussion only)

##### **Feedback Communication on Proposed Legislation – Director's Office**

Ms. MacAfee said this was discussed under the Joint Sunset Review Process agenda item.

#### **PUBLIC COMMENT**

None

#### **NEXT MEETING**

The next Board meeting will be held on Tuesday, March 24, 2015, at 10:00 a.m. in Conference Room B located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

#### **ADJOURNMENT**

There being no further business, Mr. Casini made a motion, seconded by Ms. Levy, to adjourn the meeting at 11:40 a.m. The motion to adjourn carried unanimously.

Respectfully submitted,



Sheryl Paquette  
Administrative Specialist III

*The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.*